

5 August 1946

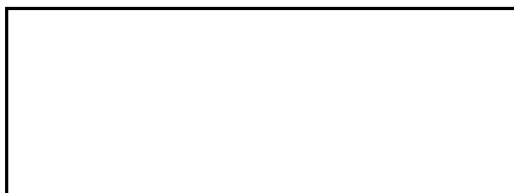
SUBJECT: Reports on Organization

MEMORANDUM TO: Chief, Interdepartmental Coordinating
and Planning Staff
Assistant Director for Collection
Assistant Director for Research and
Evaluation
Assistant Director for Dissemination
Executive for Operations
Executive for Control
NIA Secretary
Executive for Personnel and
Administration

1. Reference is made to paragraph 2 of CIG Administrative Order No. 6. As recommendations submitted are approved, they will be published as changes to the charts attached to CIG Administrative Order No. 6. In this manner all concerned will be able to keep an up-to-date chart of the approved organization.

2. In addition to the above recommendations, each of the addressees listed above will submit an initial report on 8 August showing progress of organization in their respective offices and staff sections. The report will show the branches and further sub-divisions active as of 8 August and will show the name, department and military or civil service grade of personnel and to what component of the office assigned. Thereafter, on Thursday of each week, a report will be submitted showing changes in organization and also personnel changes during the preceding week, including additions, releases and re-assignments. These reports will be submitted in duplicate to the Executive Director, one copy marked attention "Executive for Operations" and the other copy marked "Executive for Personnel and Administration."

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Assistant Executive Director